

ODP-81-7247

22 DEC 1981

**MEMORANDUM FOR:** Chief, Audit Staff

**VIA:** Deputy Director for Administration  
Inspector General

**FROM:** Bruce T. Johnson  
Director of Data Processing

**SUBJECT:** Report of Audit Appraisal: Financial Resources System

**REFERENCE:** Memo for D/OP and D/ODP, same subject,  
dated 29 September 1981

1. This memorandum responds to Recommendation #3 of the reference. My staff reviewed the documentation in question and concurs with the Audit Staff's appraisal. The Financial Resources System (FRS) programs and system documentation range from excellent to incomplete. We estimate that documenting the FRS according to current standards as a special activity would involve a considerable effort.

2. However, FRS is a continually evolving system. Currently we are examining new requirements which will necessitate major changes to FRS during the next two years. As we make these changes we will update the corresponding documentation according to our standards, as recommended.

3. If you or your staff have any questions regarding this matter, please contact Mr. [redacted]

25X1

/s/ Bruce T. Johnson

Bruce T. Johnson

cc: Director of Finance

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## Report of Audit Appraisal: Financial Resources System

FROM: Bruce T. Johnson  
Director of Data Processing  
120105 HQS

TO: ON NO ODP-81-7247

25X1

DATE 23 DEC 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

1. Deputy Director For Administration  
7D-18 HQS

1 to 5 concur:

2.

3. Inspector General  
1201 Key

Harry E. Fitzwater, DDA

4.

5. Chief, Audit Staff  
1201 Key

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12/18

29 September 1981

ODP

81-7639

MEMORANDUM FOR: Director of Finance  
Director of Data Processing

VIA: Inspector General

25X1  
FROM: [redacted] Chief, Audit Staff

SUBJECT: Report of Audit Appraisal: Financial  
Resources System

1. Attached is the subject report for your information.
2. This report summarizes the background, scope and results of an audit appraisal of the Financial Resources System. Please advise me of action taken on those recommendations contained in the report which apply to your office.
3. We wish to express our appreciation for the cooperation and assistance provided by members of your offices during the audit.

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Attachment:  
As stated

Distribution:  
Orig. - Addressees  
1 - DDA  
1 - O/Compt/BMG

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REPORT OF AUDIT APPRAISAL  
Financial Resources System

31 August 1981

SUMMARY

1. The Financial Resources System (FRS) generally provides Agency managers with reliable and timely information. Attention to opportunities to remove deficiencies and implement worthwhile enhancements has kept the FRS current in changing technological and budgetary environments. However, all of the necessary documentation has not been similarly kept current. This report therefore contains comments and recommendations concerning the need to update the user's manual and certain system documentation.

SCOPE

2. The audit was conducted to determine the effectiveness of controls and procedures associated with the operation and maintenance of the FRS to ensure the timely production of reliable information. The data preparation, error correction, and month-end processing procedures were observed and evaluated. Users of the FRS were interviewed to determine their satisfaction with the system. User and system documentation were reviewed for completeness and accuracy. FRS computer programs were not reviewed.

BACKGROUND

3. The FRS is a sophisticated computer application designed to provide Agency managers with timely and reliable information to support their budgetary and fiscal responsibilities. The Office of Finance (OF) coordinates and controls all aspects of the system's operation. The Office of Data Processing (ODP) programmed the FRS during the early 1970's and, as requested by the OF, provides continuing technical support to the operation and maintenance of the system.

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DETAILED COMMENTS

User Documentation

4. The FRS user's manual is out of date. It has not been updated since June 1976, even though there have been many changes affecting FRS since then. The OF has issued memoranda to users concerning changes to the FRS; however, they do not include all changes and are not easily incorporated into the user's manual. As a result the OF/Data Base Administrator has to counsel budget and fiscal officers who have problems or questions concerning the changed uses and capabilities of the FRS.

5. Although the OF is aware of the need to update the user's manual and has been working on it intermittently, an intensified effort is needed.

Recommendation #1 (For OF): Update and reissue the FRS user's manual.

Recommendation #2 (For OF): Establish procedures to keep the FRS user's manual current.

System Documentation

6. A review of the ODP's technical documentation of the FRS disclosed that production manuals are complete and current, but that portions of the application and program manuals are incomplete or out of date. Items requiring revision include flow charts, data descriptions and data cross-references. The programmers who maintain the FRS rely on the application and program manuals to assess the feasibility and impact of proposed changes and to identify and resolve problems as they occur. Incomplete or out-of-date documentation complicates the programming effort required to maintain the FRS.

Recommendation #3 (For ODP): Review the application and program manuals of the FRS and update as required.

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